



BOROUGHBRIDGE TOWN COUNCIL

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MINUTES of HR COMMITTEE MEETING – 25th February 2025 at 18.00

Present: Sean Hynes (Chair), Pauline Phillips (Dep. Chair), Zoe Metcalfe, Jamie McNeil, Liz Leatherbarrow (Clerk who also took the minutes.).

1. Apologies

No apologies received. Cllr Kaczmarczyk is no longer a member of this Committee, from 11.2.25 following her resignation from the council.

2. Declarations of Interest in items on the Agenda

None.

3. A review of HR Terms of Reference

The terms were reviewed, and amendments were noted.

4. A review of HR Policies:

The following policies were reviewed, and amendments were recorded to provide an up-dated version of each policy:

Complaints Procedure

Co-option

Information and Data Protection, with Statement of Consent

Dignity at Work- ACTION: This policy requires a Welcome Pack to be drafted for new Councillors, employees and others joining the council.

Equality Policy Statement- renamed from here forwards as Diversity, Equality and Inclusion Statement

Disciplinary and Grievance Policy

Health and Safety Policy

Lone Working Policy

Social media Policy incorporating General Media Policy- renamed as Media and Social Media Policy

Terms of Reference for Public Questions and Statements at Council Meetings

Training Policy

Email Contact Privacy Notice-

Privacy Notice for Staff, councillors and Role Holders- ACTION- needs to be linked with Retention of Documents Policy.

Information under model publication scheme.

It was agreed an ICT Policy is needed by the council and suggested that this may be best completed by the councillor appointed with knowledge and skills in this topic- Cllr Nathan Plowright. ACTION: to suggest this to Cllr Plowright at Full Council.

5. Appraisal structures and procedures

The Chair confirmed that he had documents from NALC to assist with the new Appraisal procedures that were agreed when salaries were reviewed in December 2024 by Full Council. This agenda point was then deferred to a new meeting to be arranged.

6. Information Sharing

SH- suggested that it would be better if the assets of the town council were checked once a week by an employee/member of the council. This was discussed. It was suggested a simple check with a ‘tick list’ form would secure the safety of the assets and the public/members/employees using them. The difficulty was acknowledged that finding a willing person to complete the check regularly was the biggest difficulty to the suggestion.

The meeting ended at 2010.

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Signed _____ **Date** _____

Chairman of HR Committee